

One of the most common issues for instructors regarding classroom displays is not choosing between duplicate and extend.

## Choosing Duplicate or Extend

### Choose duplicate if

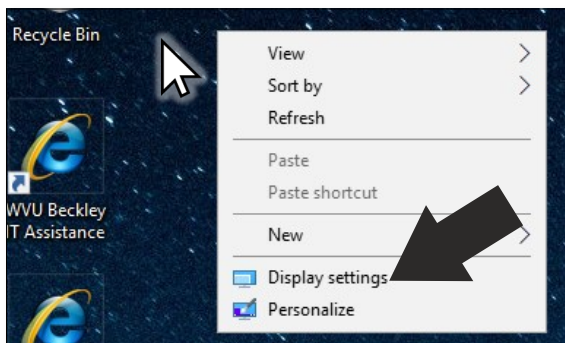
- You want to see the exact same thing on both the monitor and projector
- You want to demonstrate software or play a video for your students

### Choose extend if

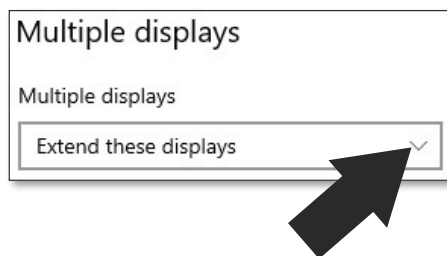
- You want to use Presenter View with PowerPoint so you can read your notes during the presentation

## Directions

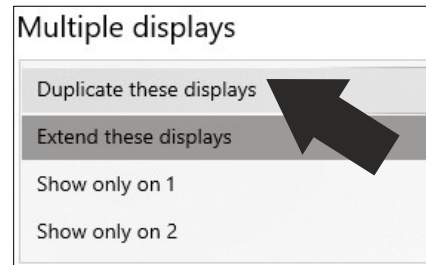
1. Right-click in the blank space on the desktop and choose “Display settings”



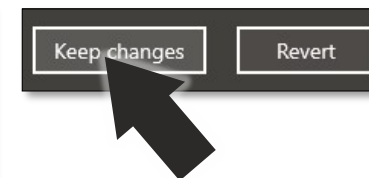
2. On the window that appears, scroll down until you see “Multiple displays”



3. Use the dropdown box to choose between “Duplicate” and “Extend”



4. Click “Keep changes”



## Troubleshooting Tip

If either the monitor or projector is not showing any picture at all, use the display that is working and **make sure the computer is set to “Duplicate” or “Extend”** and not set to “Show only on 1” or “Show only on 2.” For all classroom technology issues, reach Beckley ITS at (304) 929-1444.